

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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In Reply Refer To:
1221/1541 (HR-250) P
Affects SC Handbook H-1541-1

March 27, 1998

EMS TRANSMISSION

Instruction Memorandum No. HR-98-030

Expires: 9/30/99

To: All BC, HR, and RS Employees

From: Director, National Human Resources Management Center

Subject: Processing Temporary Directives (Instruction Memorandums and Information Bulletins)

This IM updates procedures for issuing temporary directives (IMs and IBs). Work is currently underway to revise the Service Center Correspondence Preparation Handbook. Until such a time that the handbook is reissued, procedures in this memorandum should be used to process directives.

Where do I find instructions on how to prepare Center IMs or IBs?

Instructions for preparing directives can be found in BLM Manual 1221 - Directives and in the Service Center Correspondence Preparation Handbook SC-1541-1, dated April 1992. We hope to have the Center handbook updated within the next few months. For editorial assistance, consult the Gregg Manual, the dictionary, and available publications on correct grammar usage.

How do I obtain Center IM or IB numbers?

The IM and IB logs are automated and can be found in the shared directory called h:\records. Staff Assistants and most preparers of directives have access to this directory. For some BC personnel, this directory could be located on another drive such as w:\records. Once a directive is ready to be signed, access the log, take the next number, and enter the pertinent information.

How do I determine the access category for an IM or IB?

An access category must be designated for all IMs and IBs. Under the new Electronic Freedom of Information Act Amendment of 1996, federal agencies are required to make policy documents available to the public.

If the document contains no sensitive information, it should be marked as a public document. Non-public documents are those documents in which some of, or all of, the information may be protected under a FOIA exemption. Examples include, personnel, security, law enforcement, pre-decisional information, briefing documents, or information concerning auditing practices.

How do I route directives for signature?

A Clearance Sheet (Form 1220-1) is used for routing IMs and IBs. The electronic version of this form is located in the shared h:\records directory. The routing process begins with the originator, supervisor, group administrator, etc.

Who needs to be added to the distribution list for copies?

Distribution should include the BLM Library, RS-150A, and any other appropriate offices not listed in the TO: line. There is no longer a requirement to distribute a copy to your Washington Office counterpart, but offices may choose to do so, when appropriate.

Who authenticates the e-mailed document?

Prior to e-mailing the document, the person who e-mails the document will authenticate the signature by adding: Signed by: Authenticated by:

When issuing a Center directive, who do I send it to?

When sending e-mail through GroupWise, the Public Groups for distribution are as follows:

<u>If the TO: line states:</u>	<u>Use Public Group(s):</u>
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All Field Offices	BLM_ALLFO
State Directors only	BLM_SDS
States & Centers	BLM_STATES

All Employees at Centers

NARSC	RS All Employees
NBC	BC All Employees
NHRMC	HR All Employees
NI	NI ALL EMPLOYEES

All BLM Employees

All Field Offices	BLM_ALLFO
All WO Employees	WOEVERYONE

NEW RECORD KEEPING REQUIREMENTS:

NOTE: Once you have e-mailed the IM or IB, you will need to **print a copy of the GroupWise INFO screen**. This is now a federal requirement for e-mail record keeping purposes. The info screen will show WHO - received the directive, WHAT - what the subject is, WHEN - when the directive was sent, WHERE - the directive was sent. The info screen is filed with the document.

Do I need to save an Electronic copy of the IM or IB to a directory?

Once directives are sent, save the final version, to include the date, authentication, and e-mail transmission date to the shared h:/records directory. You may then delete the document from your local PC directory.

What do I do with the paper copies after the IM or IB is e-mailed?

Send the following paperwork to Terri Jeffries, HR-250:

- Original signed copy of the IM or IB with attachments
- Original signed copy of the clearance sheet
- Copy of the printed INFO screen from GroupWise

Retain a copy for your office or reader files.

Where do I find a copy of a Center IM or IB?

All Center IMs and IBs are filed electronically in the shared h:/records directory. For some BC personnel, this directory could be located on another drive such as w:/records. We are currently working to get the Centers' IMs and IBs on the internal Internet web site.

Where do I find a copy of a WO IM or IB?

WO IMs and IBs are posted on the internal BLM Internet web site. All employees have access to these IMs and IBs. To view or retrieve a copy:

Go to Netscape type in: **http://web.blm.gov**
 Select: **Directives**
 Select: **WO IM or IB**
 Select: **FY 98, FY 97, or FY 96**

From here, you can view, print, copy or save the file with a .txt extension.

What if a member of the public or non-federal agency requests a copy of a directive?

The public currently has access to public directives on BLM's web site.

For electronic copies, the public can find our directives on the Internet at:

www.blm.gov This is our PUBLIC home page. Click on the electronic reading room and select the site. All public directives are listed here. Some attachments may not be available electronically. When viewing the homepage, the public can send an e-mail to the official Center mail box BCMAIL, HRMAIL or RSMAIL to request attachments not posted.

For paper copies - Make sure the directive is a public document. The charge for photo copying is 13 cents per page. If it is under \$3, we usually do not charge.

NOTE: If the directive is a non-public document, the requester must submit a Freedom of Information Act request to obtain access to releasable portions of the document.

What if a another federal agency requests a copy of a directive ?

Photo copy, mail, or e-mail the directive. We can send other federal agencies copies of all of our directives (public or non-public) as they are bound by the same Freedom of Information or Privacy Act Regulations as we are. We usually do not charge other federal agencies.

If you have any questions about correspondence preparation, please contact your Staff Assistant or Pat Day, Records Administrator, at (303) 236-6362.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Terri Jeffries
Computer Assistant

Distribution
RS-150A, BLM Library
NI-101, Reading File